



**Job Description
Early Years Practitioner**

JOB TITLE: Early Years Practitioner

JOB HOLDER:

REPORTS TO: Headteacher/Foundation Leader/Nursery Teacher

DATE:

1. Job outline

To assist Early Years Teachers with the implementation of good Early Years learning experiences.

1. Organisation

- To be fully involved with weekly planning, contributing to decision making and implementation of all planning and organisation
- To share in the direction and management of students and voluntary helpers
- To participate fully in all induction and transition procedures for children
- To liaise with feeder pre-school settings as appropriate
- To seek and implement advice from specialists from health and education services
- To liaise with colleagues across the school community
- To be involved with meetings with parents to discuss children's needs
- To assist with setting up the learning environment before and after each session
- To lead Nursery & Reception in the absence of the Reception Teacher and to cover PPA sessions

2. Curriculum

- To share responsibility for the delivery of the six areas of learning in the Foundation Stage
- To carry out all activities to enable children to attain the Early Learning Goals
- To assess and record children's progress
- To assist in identifying children with SEN and to share in the setting and implementation of their STAR LP targets
- To use good practice to ensure all children reach their potential (including giving equal value to indoor and outdoor play)
- To encourage the development of communication and social skills
- To encourage children to express their thoughts and feelings through art, music and drama

3. Pupil Welfare

- To share responsibility for the pastoral care of children, including positive behaviour management
- To ensure a safe working environment both in and out doors for staff and children
- To encourage personal hygiene and independence with the children
- To attend to and record minor accidents and incidents, and to report injuries of concern to the Nursery & Reception teachers, Early Years Leader or the Head
- To ensure the school's guidelines for Health and Safety are adhered to
- Keep up to date with paediatric first aid training
- To establish good working relationships with parents and carers

4. Equalities

- To be aware of and support diversity, ensuring that pupils have equality of access to opportunities to learn and develop

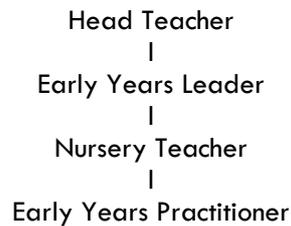
5. Health and safety

- To be aware of and comply with policies and procedures relating to Safeguarding/child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated person.

6. Professional development

- To attend school staff training meetings and admin meetings
- To attend in-house and external training
- To take part in the schools performance management procedures
- To be pro-active in identifying needs for training
- To assist in the support of students on college placements

2. Organisation chart



3. Supervision

- The job holder is managed by the Head Teacher through delegated responsibilities to the Nursery Teacher
- The frequency of performance management interviews is of a yearly meeting in the Summer Term

4. Job context

- The job holder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important to meet the varied needs of pupils
- The job holder works as a team member under the direction of the Nursery Teacher
- The job holder has responsibilities to deliver the curriculum to the whole group, to small groups and to individuals according to planning and individuals' needs

5. Contacts

- The job holder works with the Nursery Teacher and children and is likely to have frequent contact with parents, carers, and visiting professional staff, such as educational psychologists and college tutors

6. Knowledge, experience and personal qualities

- NVQ level 3 Childcare qualification or equivalent
 - Excellent spoken and written English
 - Experience of EYFS, planning, implementing and evaluating the curriculum to meet the child's individual needs
 - Good organisational and communication skills with children, staff and parents and carers
 - Proven skills in behaviour management
 - Experience of working as part of a team
 - Paediatric first aid
 - Energy and enthusiasm
 - Resilience
 - Solutions-focused approach to daily challenges
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